

# **Quarterly-HPR-V LHRC Meeting Minutes**

December 12, 2011

**City of Norfolk Community Services Board**

**255 W. Olney Road, Norfolk, VA 23510-1523**

**(757) 823-1600**

## ***Committee Members Present:***

Adrienne Scott  
Jean Swanick  
Jeff Kail  
Michael Hires

## ***Others present:***

Stewart Prost, Regional Advocate's Office

## ***Affiliates Present:***

Another Level Youth & Family Services, Ronnie Davis  
Compassion House, Danora J Brockman  
Fidura & Associates, Iletha Miller, Barbara Gardner  
Heart Havens, Lanette Wood  
Lucas Lodge, Lisa Lucas-Burke, Jonaquin Stringer  
Norfolk CSB, Sandi Lee, Robert A. Horne  
Portsmouth Department of Behavioral Health Care Services, Gracie Taylor  
Support Services of VA, Jeanne Cullison  
Tidewater Youth Services, Tim Heiler  
V & V Adult Group Home, Vernon Johnson

**I. Call to Order** – Jeff Kail called the meeting to order at 1:02pm.

**II. Introductions**

**III. Minutes** – A quorum was present. The September 19, 2011 minutes were reviewed, approved as amended by the Regional Advocate.

**IV. Regional Advocate Report** –

The Office of Human Rights has hired an advocate, Narrissa Roads, who is in training. She will be assigned to the Williamsburg Office and Stewart Prost will return to Southeastern office full time. This addition brings the Office to a “fully staffed” status.

The committee should consider changing the dates for upcoming meetings to better correspond with the new quarterly dates.

Reports are due for all providers for each quarter prior to the scheduled meeting even if the affiliate is not scheduled to attend the meeting. If any identifying information needs to be included, it must be sent separately, by fax or standard mail, to preserve confidentiality. 1/4ly reports are due by the 15<sup>th</sup> of the following month or no later than 2 weeks prior to the meeting. Annual reports are due by January 15<sup>th</sup>, along with the Seclusion and Restraint reports. If Affiliates do not comply with report timelines, citations can be issued.

The Regional Advocate extended a welcome to the new committee member, Michael Hires.

Regional Trainings will be scheduled for members.

To review, copies of the final minutes are due to Margaret Walsh 3 working days after the meeting. Copy of the draft minutes are due within 10 working days.

- V. Affiliate Reports – If you have items for presentation, or updates regarding previous reviewed topics, the LHRC members should receive, by email or regular mail, appropriate written documentation 2 weeks prior to the scheduled meeting.**

<b>AFFILIATE</b>	<b>ALLEGATIONS</b>	<b>FOUNDED ALLIGATIONS</b>	<b>COMPLAINTS</b>	<b>OTHER</b>
Lucas Lodge	0	0	0	2 restraints
Norfolk CSB	2 abuse	1 founded	8	
Portsmouth Department of Behavioral Health Care Services	2	0	0 (1 pending)	2 deaths, natural causes
Support Services of VA				
Tidewater Youth Services	0	0	0	
V & V Adult Group Home	0	0	0	1 admission

#### **VI. Old Business**

- Nothing reported

## **VII New Business**

The committee discussed dates for 2012 and checked availability of space with Norfolk CSB.

Meetings scheduled as follows:

February 6, 2012      May 7, 2012      August 6, 2012      November 5, 2012

A meeting schedule should be sent to Margaret Walsh with the minutes

1<sup>st</sup> half of the alphabet (for Affiliate names) scheduled for February & August

2<sup>nd</sup> half of the alphabet scheduled for May & November

Reports are due the 15<sup>th</sup> of the prior month

Affiliates requested addresses for all members and other affiliates – the secretary will provide

The Chairman should work with the secretary to develop and print an agenda.

## **XI The general meeting was adjourned at 2:00 pm, and the committee proceeded to Executive session pursuant to Virginia Code § 2.2-371 (A), for the protection of privacy of individuals and their records in personal matters not related to public business, namely to review restrictive programs and /or review serious incidents.**

Representatives from the Affiliates Norfolk Community Services Board and Lucas Lodge were requested to remain for the Executive Session.